

~~CONFIDENTIAL~~

25X1A9A Personnel Branch
 Attention: Miss []

10 September 1947

Chief, Fiscal Division

Advance of Sick Leave to Mr. []

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Pursuant to our telephone conversation with respect to the above subject, you are advised that a thorough examination has been made in connection with the request for advanced leave. It was found that Mr. [] was required to undergo an operation for appendicitis and was absent from the organization from the period 8 through 25 August 1947, necessitating the advance of approximately 11 days.

The appropriate officials in the Office of Research and Evaluation have pledged their attention to this case to the extent that, should it be necessary for this individual to leave the employment of the Central Intelligence Group, they will mark his record so as to permit advice to be furnished to the paying office to insure that he is not released in such a manner as to result in an overpayment by the United States Government, occasioned by the advance. They likewise pledge their support and consideration in holding requests for advanced sick leave to an absolute minimum and indicated they would not ask for advance sick leave in excess of 10 days, except in cases of dire emergency. They further advised that hereafter, in view of the complexity of handling payroll and leave accounts, they shall give their undivided attention to requests for advance sick leave to insure that insofar as possible the doctor's certificate and memorandum explaining the nature of the disability or ailment will be furnished in advance to permit payments to be currently effected rather than requiring the adjustment of records by subsequent action.

In view of the above, and the further fact that the leave account of this individual while an employee of the Department of State reveals that he was a conscientious employee with respect to leave, it is my recommendation that the advance requested be approved and forwarded to this office, with the doctor's certificate, for payment action.

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 Chief, Fiscal Division

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25X1A9A c.o. Pay Roll
 F.P.U.

Mr. []
 Mr. []

Mr. Saunders via []

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